

COMPREHENSIVE PLAN AMENDMENT SUBMITTAL REQUIREMENTS

Applications must contain the following information in the format described. Applications will not be accepted if required items are missing or incomplete. Any submittal may require additional items.

1. **Application Form – must be signed by Property Owner**
2. **Application Fee** – refer to checkboxes on application form
3. **Letter of Intent** – detailing proposal
4. **Future Land Use Map** (similar to Zone Map) – drawn to scale, 18" x 24". Include:
 - Vicinity map (scale: 1" = 600')
 - Subdivision name
 - North arrow
 - Bar scale
 - Legal Description of the future land use designation boundary. (If the property is adjacent to a public street or alley, the boundary shall extend to the centerline of the adjacent street or alley.)
 - Proposed designation of subject property
 - The boundaries included on this map should extend 300 feet beyond the subject property's boundaries, and should include:
 - Existing Future Land Use Map designation
 - Adjacent streets
 - Adjacent existing buildings
5. **Additional reports/plans as deemed necessary**

This is a general list of requirements. Some projects may require more or less information. The attached examples may not include each element of the list. However, each element should be reviewed for inclusion on a submittal.

APPLICATION FORM – CHECK TYPE OF REQUEST BELOW:

Zoning (Z)

- ☐ Rezoning/Zoning Amendments \$695
☐ Planned Development Zoning \$695, plus \$15/acre
 (round up to the next whole acre)
☐ PD Zoning Amendment (Administrative) \$695

Appeal

- ☐ Staff/DPAB Decision \$90

Variance (V)

- ☐ Variance Request \$115

Conceptual Site Plan (CSP)

- ☐ Conceptual Site Plan \$695

Comprehensive Plan Amendment (SPCD)

- ☐ Comp Plan Amendment \$350

Development Permit (DP)

- ☐ Development Permit \$580
☐ Specific Use Permit (D.P. Required) \$115
☐ DP Amendment (DPAB**) \$290
☐ DP (Amendment (Administrative) \$250

Subdivision Plat (SUB)

- ☐ Subdivision Plat \$230, plus \$15/acre
 (round up to the next whole acre)
☐ Subdivision Plat Amendment (SUBA) \$250

Engineering

- ☐ Construction Drawings (CDs) (No Fee)
☐ Floodplain Development Permit \$600
 (Additional Application Required [here](#))
☐ Pond Certificates (No Fee)
☐ Grading and Erosion Control (No Fee)

Other

- ☐ Minor Development Permit (MDP) \$100
☐ Limited Use Permit
☐ Temporary Use Permit (TUP) \$90
☐ Vacation of Right-of-Way \$250
☐ Oil and Gas Permit \$695, plus \$15/acre

ONE APPLICATION FORM PER EACH REQUEST OTHER THAN SPECIFIC USE PERMITS

Application Date: _____

Project Description/Reason for Application: _____

Property Address (provide Cross Streets if unknown): _____

Adams County Parcel #(s): _____

Gross Area (Acres): _____ (Square Feet): _____ **Current Zoning:** _____ **Proposed Zoning:** _____

Existing Land Use(s) & Structures: _____

Proposed Land Use(s) & Structures: _____

Do prairie dogs currently exist on the property? Yes: ☐ No: ☐

Applicant: _____ **Telephone:** _____

Address of Applicant: _____ **Email:** _____

***Applicant Signature:** _____ **Print Name:** _____

Land Owner: _____ **Telephone:** _____

(if the same as applicant- put "same")

Address of Land Owner: _____ **Email:** _____

***Land Owner Signature:** _____ **Print Name:** _____

Land Owner: _____ **Telephone:** _____

(if the same as applicant- put "same")

Address of Land Owner: _____ **Email:** _____

Land Owner Signature: _____ **Print Name:** _____

NOTE – If there are more than two owners, a letter/letters containing their signatures must be attached to the application authorizing the applicant to act on behalf of the identified owner(s).

***Signatures from the Applicant and the Land Owner are required. Signatory may be duly authorized agent of the record owner. All communications will be sent to the applicant. The signature of the property owner acknowledges their awareness of the request being made on their behalf and authorizes the identified applicant to represent the owner in the request being made to the City of Thornton.**

Development Submittal Instructions

City of Thornton land use applications may now be submitted electronically or in person. Please follow the steps below to assist you in submitting your proposal or for resubmitting documents.

By Email or File Transfer Site:

- If your attachments are less than 7MB: Email your application and supporting PDF documentation to developmentsubmittals@thorntonco.gov
 - 1) Please state in your email if you wish to pay by credit card over the phone, mail in a check, or hand deliver payment. Case processing will not begin until the fee is paid.
 - 2) You will be contacted by city staff once the documents have been received, accepted as complete and to confirm payment for new and applicable submittals.
- If your attachments are larger than 7MB: Upload your submittals through Google Drive using the following instructions:
 - 1) If you do not have one already, please create a Gmail Account. They have directions on creating an email account here: <https://support.google.com/mail/answer/56256?hl=en>
 - 2) Use the link [here](#) or copy/type the URL Below into your browser:
<https://drive.google.com/open?id=1szCf8FVIGO76naq-xwQvFggt61otfAhi>
 - 2) Email developmentsubmittals@thorntonco.gov when you have completed your upload indicating your application has been submitted.
 - 3) Please state in your email if you wish to pay by credit card over the phone, mail in a check, or hand deliver payment. Case processing will not begin until the fee is paid.
 - 4) You will be contacted by city staff once the documents have been received and to confirm payment.

Notice to All Applicants

- A check-in meeting with staff is required as part of every application submittal.
- If paying with a credit card, please submit the application materials by 4:00 p.m. so we can process the card the day of the submittal.
- Applicants will be given a written summary and verbal explanation of any deficiencies that need to be corrected.
- If you have any questions, contact City Development at 303-538-7295.

City of Thornton

City Development
9500 Civic Center Dr.
Thornton, CO 80229

303-538-7295